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items within the bundle. The soiled linen shall be placed directly into a lined, cleanable hamper or similar container with a cover for storage in the soiled utility area, and for frequent removal in the same container to the soiled linen collection room or to the laundry. Linen soiled by incontinent patients shall be soaked and rinsed immediately in the soiled utility room. The liners and bags used for soiled linen shall be laundered between each use if they are not disposable. Linen containers shall be cleaned regularly.

Subp. 5. Contaminated linen. Contaminated linen, such as linen from patients with infectious drainage, dressings, or pads shall be stored and sent to the laundry in separate bags which are plainly marked to indicate that their contents are contaminated. The bags shall be tightly closed until the contents are removed from the bag, and placed in the washer along with the bag, if nondisposable. Laundry personnel shall be instructed in the safe handling of such laundry.

Subp. 6. Laundering of linen. Linen shall be washed in commercial-type washers. The water temperature inside the washers shall be at least 160 degrees Fahrenheit during the main washing and rinsing cycles for a total time of at least 30 minutes, excluding time for filling and draining. Contaminated linen shall be thoroughly preflushed separately before being introduced to the main washing and rinsing process. Tests indicate that linen can be rendered pathogen-free under the following conditions: 160 degrees Fahrenheit water temperature, 0.10 percent high titer soap, 0.05 percent alkali, 11.5 pH, and 30-minutes wash series.

Subp. 7. Outside linen service. Linen processed in central or commercial laundries outside the institution shall be subject to the laundering standards of these regulations; see part 4655.2200.

Subp. 8. Laundering of personal clothing. Patients' personal clothing and other nonlinen items shall be laundered in accordance with appropriate washing procedures for the various fabrics and shall be ironed, mended, and labeled as necessary. Outside services for washing or dry cleaning are acceptable.

MS s 144.56; 144A.02 to 144A.08

4655.8100 SANITIZING OF NURSING UTENSILS.

Subpart 1. Application. Subparts 2 to 4 apply to nursing homes only.

Subp. 2. Thorough washing after each use. All bedpans, urinals, emesis basins, wash basins, and other personal nursing items shall be thoroughly cleaned after each use and shall be washed and sanitized at least weekly and before use by another patient as follows.

Subp. 3. Washing. Utensils shall be preflushed prior to washing and shall be completely free of all soil before being sanitized. The washing solution shall contain detergent and 20 to 30 ppm (parts per million) of chlorine. The washing temperature shall be as high as tolerable; for machine washing the temperature shall be not less than 160 degrees Fahrenheit for a washing period of at least eight minutes.

Subp. 4. Sanitizing. Utensils shall be sanitized by a thermal process such as hot water sanitizing, or some other acceptable method producing equivalent results. Hot water sanitizing by immersion or a continuous mechanical rinse shall be provided with a water temperature maintained at a minimum of 180 degrees Fahrenheit for a sanitizing period of not less than 12 minutes. A mechanical washer-sanitizer is recommended.

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MS s 144.56; 144A.02 to 144A.08

4655.8300 LINEN.

Subpart 1. Application. Subparts 2 to 6 apply to boarding homes only.

Subp. 2. Clean linen. Clean linen shall be dried, ironed, except for noniron linen, and folded and shall be stored in enclosed, clean, designated locations at least eight inches above the floor. New linen shall be washed and ironed before use. During distribution for use, only the linen needed in an area or room shall be carried into that area or room. Enclosed linen carts are acceptable for linen storage. Linen storage rooms or closets shall be kept clean and used only for the storage of clean linen and clean supply items. Only clean trucks or containers shall be used for the storage and transport of clean linen.

Subp. 3. Soiled linen. Soiled linen shall be collected in a cleanable hamper, container, or bag for removal to the soiled linen collection room or to the laundry. Hampers, containers, or bags shall be cleaned or washed regularly. Easily cleanable laundry trucks or containers for off-the-floor storage and sorting of soiled linen shall be provided.

Subp. 4. Laundering of linen. Linen shall be washed in commercial-type washers. The water temperature inside the washers shall be at least 160 degrees Fahrenheit during the main washing and rinsing cycles for a total time of at least 30 minutes, excluding time for filling and draining.

Subp. 5. Outside linen service. Linen processed in central or commercial laundries outside the facility shall be subject to the laundering standards of these rules; see part 4655.2200.

Subp. 6. Laundering of personal clothing. Residents' personal clothing and other nonlinen items shall be laundered in accordance with appropriate washing procedures for the various fabrics and shall be ironed, mended, and labeled as necessary. Domestic-type washers and dryers are acceptable as well as outside washing and dry-cleaning services.

MS s 144.56; 144A.02 to 144A.08

DIETARY SERVICE AND SANITATION

4655.8500 DIETARY SERVICE.

Subpart 1. Dietary consultation requirements. If the facility accepts or retains individuals in need of medically prescribed therapeutic diets, regularly scheduled dietary consultation shall be provided by a qualified dietitian or nutritionist at least four hours each month unless the dietary supervisor qualifies.

Subp. 2. Therapeutic diets. All therapeutic diets shall be prepared as ordered in writing by the attending physician.

Subp. 3. Availability of diet manuals. There shall be current diet manuals readily available in the kitchen.

MS s 144.56; 144A.02 to 144A.08

4655.8510 DIETARY SUPERVISOR.

The administrator shall designate a person trained or experienced in the planning and preparation of meals to be

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responsible for the dietary service. Other responsibilities of this individual shall include: participation in the selection of other dietary staff and in the formulation of food service personnel policies, orientation, training, and supervision of the dietary staff; and recommending the type and quantity of the food purchased.

MS s 144.56; 144A.02 to 144A.08

4655.8520 DIETARY STAFF REQUIREMENTS.

Dietary staff:

A. The dietary staff shall be adequate in number to provide personnel on duty 12 or more hours per day. They shall be trained in the performance of their assigned duties. Work assignments and duty schedules shall be posted in the dietary department.

B. The staff shall be in good health, free from symptoms of communicable disease and from open, infected wounds.

C. All persons working in the dietary department shall maintain personal cleanliness, wear a clean uniform, and cover their hair with a hairnet or a cap for short hair, when on duty.

D. They shall wash their hands frequently, especially after using handkerchief or tissue, after handling soiled dishes, and after using toilet facilities and shall observe all other accepted hygienic practices in the prevention of contamination of food. The hand-washing procedure shall also apply to other staff on temporary assignment to the food service and in addition, uniforms shall be changed when soiled activities are involved.

E. Sanitary procedures and conditions shall be maintained in the operation of the dietary department at all times.

F. Smoking or other use of tobacco is not allowed in the food preparation or in the dishwashing area. The kitchen shall not be used for eating meals or for coffee breaks.

G. It is recommended that the department's food handling guide entitled "Information for Food Service Personnel in Hospitals and Related Care Facilities" be made readily available for reference by all food service personnel.

MS s 144.56; 144A.02 to 144A.08

4655.8600 FOOD HANDLING.

Raw meat products shall be kept separated from cooked or prepared foods. Utensils or equipment and other food contact surfaces used in preparation of such products shall be thoroughly washed before being used for other foods; the person handling the raw products shall wash his hands thoroughly before touching other foods or utensils.

MS s 144.56; 144A.02 to 144A.08

4655.8610 ADEQUACY OF MEALS.

Subpart 1. Recommended dietary allowances. The food and nutritional needs of patients and residents shall be met in accordance with physicians' orders and shall, to the extent medically possible, meet the dietary allowances, as adjusted for age, sex, and activity as stated in the Recommended Dietary

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Allowances, National Academy of Sciences, 7th Edition, 1968 which lists the daily dietary allowances in nutrients. The daily food groups and quantities for each patient or resident that will meet these recommended daily dietary allowances shall include:

Subp. 2. Meat or protein food. Two or more servings of protein food of good quality. Consider each of the following as one serving:

A. three ounces cooked (equivalent to four ounces raw) of any meat without bone, such as beef, pork, lamb, poultry, or variety meats such as liver, heart, and kidney;

B. two slices prepared luncheon meat;

C. two eggs;

D. three ounces of fresh or frozen cooked fish or shellfish or one-half cup canned fish; or

E. one cup cooked navy beans.

Subp. 3. Milk. Two eight-ounce glasses of milk are required for each patient or resident. A portion of this amount may be served in a cooked form, such as cream soups, desserts, etc. Cheese and ice cream may replace part of the milk. The amount of either it will take to replace a given amount of milk is figured on the basis of calcium content. (One ounce or one slice of cheese equals one-half cup milk; one-half cup cottage cheese equals one-third cup milk; and one-half cup ice cream equals one-fourth cup milk.)

Subp. 4. Vegetables. Three servings of vegetables (one-half cup each), one of which is deep green or yellow.

Subp. 5. Fruits. Two or more servings. One shall be citrus, such as orange, grapefruit, or tomato. A serving of fruit is defined as:

A. one medium size orange or four ounces of juice;

B. one-half grapefruit or four ounces of juice; or

C. one large tomato or eight ounces of juice.

Subp. 6. Cereal and bread. Three to four servings preferably whole grain or enriched. (One slice of bread equals one serving; one-half cup of cereal equals one serving.)

Subp. 7. Butter or margarine. Some of either each day as a seasoning and to make food more palatable.

Subp. 8. Other foods. Other foods to round out meals plus snacks shall be offered to satisfy individual appetites and provide additional calories.

MS s 144.56; 144A.02 to 144A.08

4655.8620 FREQUENCY OF MEALS.

Subpart 1. Time of meals. At least three meals shall be served at regular times during each 24 hour period with a maximum of 14 hours between a substantial evening meal and breakfast.

Subp. 2. Preference for dining together. Meals shall be served in the dining room and bedroom trays kept to a minimum. Patients or residents shall be encouraged to eat together.

MS s 144.56; 144A.02 to 144A.08

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4655.8630 QUALITY AND VARIETY.

Subpart 1. Diet. The diet shall be palatable, of adequate quantity and variety, prepared by methods which conserve nutritional value, and attractively served. It is recommended that dishes be used rather than compartment trays. Hot foods shall be served hot; cold foods shall be served cold. Foods shall be served in a form to meet individual needs.

Subp. 2. Menu planning. All menus including special diets shall be planned, dated, and posted for a minimum of one week in advance. Notations shall be made of any substitutions in the meals actually served and these shall be of equal nutritional value. Records of menus and of foods purchased shall be filed for six months. A reasonable variety of foods shall be provided. A file of tested recipes adjusted to a yield appropriate for the size of the home shall be maintained.

Subp. 3. Food habits and customs. There shall be reasonable adjustment to the food habits, customs, likes, and appetites of individual patients and residents.

MS s 144.56; 144A.02 to 144A.08

4655.8640 RETURNED FOOD.

Returned portions of food and beverages from individual servings shall not be reused unless such food or beverage is served in a sealed wrapper or container which has not been unwrapped or opened.

MS s 144.56; 144A.02 to 144A.08

4655.8650 MILK.

All fluid milk shall be procured from suppliers licensed by the commissioner of agriculture. The milk shall be dispensed directly from the original container in which it was packaged, shipped, and received. Milk served for drinking shall be served in the individual original container or shall be poured directly from the original individual container into the drinking glass at meal time or be dispensed from an approved bulk dispenser. Dry milk and milk products may be reconstituted in the dietary department if used for cooking only.

MS s 144.56; 144A.02 to 144A.08

4655.8660 ICE.

Ice shall be stored and handled in a sanitary manner. Stored ice shall be kept in an enclosed container. If an ice scoop is used, the scoop shall be stored in a separate compartment to prevent the handle from contact with the ice.

MS s 144.56; 144A.02 to 144A.08

4655.8670 FOOD SUPPLIES.

Subpart 1. Food. All food shall be from sources approved or considered satisfactory by the board, and shall be clean, wholesome, free from spoilage, free from adulteration and misbranding, and safe for human consumption. No hermetically sealed, nonacid, or low-acid food which has been processed in a place other than a commercial food-processing establishment shall be used.

Subp. 2. Food containers. All food or food products

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prepared or in bulk shall be stored in approved seamless covered containers after opening of the original container. Dry milk and milk products after opening shall be stored in seamless, all tight containers.

Subp. 3. Storage of nonperishable food. Nonperishable food and single-service articles shall be stored off the floor on washable shelving in a ventilated room. It shall be protected from dust, flies, rodents, vermin, overhead leakage, and other sources of contamination, and shall be placed away from areas with excessive heat.

Subp. 4. Storage of perishable food. All perishable food shall be stored off the floor on washable, corrosion-resistant shelving under sanitary conditions, and at temperatures which will protect against spoilage. Meat and dairy products shall be stored at 40 degrees Fahrenheit or below, and fruit and vegetables at 50 degrees Fahrenheit or below. When stored together, the lower temperature shall apply. Temperatures shall be monitored by an accurate thermometer.

Subp. 5. Prohibited storage. The storage of detergents, cleaners, pesticides, and other nonfood items, including employees' personal items, is prohibited in food storage areas.

Subp. 6. Vending machines. Storage and dispensing of food and beverages in vending machines shall be in accordance with parts 4635.0100 and 4635.0300 to 4635.1000, November, 1966.

MS s 144.56; 144A.02 to 144A.08

4655.8680 TRANSPORT OF FOOD.

Food shall be covered during transport through nondietary areas, but need not be covered when served in a contiguous dining area. The food service system shall be capable of keeping food hot or cold until served. A dumbwaiter or conveyor, which cab or carrier is used for the transport of soiled linen or soiled dishes, shall not be used for the transport of food.

MS s 144.56; 144A.02 to 144A.08

4655.8690 FLOOR CLEANING AND TRASH.

Subpart 1. Cleaning during food preparation. There shall be no major sweeping or mopping in the kitchen during the time of food preparation.

Subp. 2. Nondietary activity trash, restrictions. Trash or refuse unrelated to dietary activities shall not be transported through food preparation areas or food storage areas for disposal or incineration.

MS s 144.56; 144A.02 to 144A.08

4655.8700 DISHES AND UTENSILS REQUIREMENTS.

Dishes and utensils:

A. Only dishes and utensils with the original smooth finishes shall be used. Cracked, chipped, scratched, or permanently stained dishes, cups, or glasses or damaged, corroded, or open seamed utensils or cookware shall not be used. All tableware and cooking utensils shall be kept in enclosed storage compartments.

B. Accessories for food appliances shall be provided with protective covers unless in enclosed storage.

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C. Enclosed lowerators for dishes are acceptable.

D. Machine washed silverware (flatware) shall be washed in approved perforated containers, and stored with the handles up in the same containers.

E. Dishes or plate settings shall not be set out on the tables more than two hours before serving time.

MS s 144.56; 144A.02 to 144A.08

4655.8800 DISHWASHING.

The dishwashing operation shall provide proper separation in the handling of soiled and clean dishes and utensils, and shall conform with either of the following procedures for washing, rinsing, sanitizing, and drying.

MS s 144.56; 144A.02 to 144A.08

MACHINE WASHING OF DISHES AND UTENSILS

4655.8810 HOT WATER SANITIZING.

The dishwashing machine shall be operated in accordance with the manufacturer's instructions which shall be posted nearby; see part 4660.8000, subpart 9. The flow pressure shall be maintained between 15 and 25 pounds per square inch (psi) at the dishwasher. The temperatures of the water shall be maintained at 140 to 160 degrees Fahrenheit for the washing cycle, and at 170 degrees Fahrenheit for the rinsing and sanitizing cycle, both temperatures measured at tray level. If the same person handles both soiled and clean dishes, he shall wash his hands between operations. Dishes and utensils shall be air dried.

MS s 144.56; 144A.02 to 144A.08

4655.8820 CHEMICAL SANITIZING.

Subpart 1. Dishwashing equipment. Equipment:

A. Dishwashing machines using chemicals for sanitizing shall bear the seal indicating that the machine meets the standards of the National Sanitation Foundation.

B. Each dishwashing machine shall be equipped with a visual or audible signaling device which indicates when the chemical sanitizing supply is empty. The signaling device shall be maintained in an operating condition.

C. The clean dish counter shall provide space for at least four racks of clean and sanitized dishes and utensils.

Subp. 2. Dishwashing operation. Operation:

A. The dishwashing machines shall be operated in accordance with the manufacturer's instructions which shall be posted nearby.

B. The temperature of the wash water shall not be less than 140 degrees Fahrenheit (60 degrees Celsius).

C. Chemicals added for sanitation purposes shall be automatically dispensed in accordance with the manufacturer's specifications for time and concentration.

D. The chemical sanitizing rinse water temperature shall not be less than 75 degrees Fahrenheit (24 degrees

Celsius) nor less than the temperature specified by the machine manufacturer as indicated on the NSF data plate.

E. All chemical sanitizers used in the dishwashing machines shall bear labeling indicating that the chemical sanitizers are registered by the Environmental Protection Agency and shall contain specific instructions for use.

F. If the same person handles both soiled and clean dishes, he shall wash his hands between operations. Dishes and utensils shall be air dried.

G. The dishwashing machine shall be thoroughly cleaned at least once a day in accordance with the manufacturer's recommendation.

Subp. 3. Test kit to measure concentration of sanitizing solution. Test kit:

A. A test kit or other device that accurately measures the parts per million concentration of the sanitizing solution shall be available and used in accordance with this section.

B. The concentration level shall be tested in accordance with the manufacturer's instruction each day the machine is used.

C. The results of the testing shall be recorded in a written log which specifies the result of the test and shall be signed by the individual making the test. The log shall include the name of the chemical used and the manufacturer's recommended concentration of the chemical. This written log shall be maintained for the previous three months.

MS s 144.56; 144A.02 to 144A.08

4655.8830 HAND WASHING OF POTS AND PANS.

A three-compartment scullery sink, see part 4660.4910, subpart 4, shall be utilized as follows for a complete washing cycle by hand of pots and pans. The first compartment is for soaking and washing, the second compartment is for rinsing, and the third compartment for sanitizing. Sanitizing is accomplished by complete immersion for at least two minutes in 170 degree Fahrenheit water. A unit heater capable of maintaining the water in the sanitizing compartment at 170 degrees Fahrenheit shall be provided, including a long-handled wire basket for the removal of the sanitized items. The temperature shall be monitored with a thermometer. If the mechanical dishwasher is used for sanitizing of pots and pans, a sanitizing compartment is not required. Only air drying is permitted.

MS s 144.56; 144A.02 to 144A.08

HOUSEKEEPING

4655.9000 HOUSEKEEPING.

Subpart 1. General requirements. The entire facility, including walls, floors, ceilings, registers, fixtures, equipment, and furnishings shall be maintained in a clean, sanitary, and orderly condition throughout and shall be kept free from offensive odors, dust, rubbish, and safety hazards. Accumulation of combustible material or waste in unassigned areas is prohibited.

Subp. 2. Development of cleaning program. A program shall be established for routine housekeeping. Besides the daily

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duties, the program shall include policies and procedures for any special cleaning necessary.

MS s 144.56; 144A.02 to 144A.08

4655.9010 SOLID WASTE DISPOSAL.

Subpart 1. General requirements. Solid wastes, including garbage, rubbish, and other refuse shall be collected, stored, and disposed of in a manner that will not create a nuisance or fire hazard, nor provide a breeding place for insects or rodents.

Subp. 2. Container requirements. All containers for the collection and storage of garbage and refuse shall be of seamless watertight construction with tightly fitting covers, and be kept in a sanitary condition. Containers shall be stored in a safe location pending removal of contents, and shall be removed from the building and cleaned at frequent intervals.

MS s 144.56; 144A.02 to 144A.08

4655.9020 HOUSEKEEPING SUPPLIES.

Subpart 1. Janitor's closet. The janitor's closets and all other areas used by the housekeeping personnel shall be kept in a clean, sanitary, and orderly condition.

Subp. 2. Mops and buckets cleaning. Mop buckets shall be emptied after each cleaning, and mopheads shall be washed after each use and replaced as often as necessary.

Subp. 3. Storage of housekeeping supplies. Housekeeping supplies shall be stored at least eight inches off the floor to facilitate cleaning.

Subp. 4. Labeling of housekeeping supplies. Disinfectants, pesticides, and other toxic substances shall be clearly identified and stored in a locked enclosure or cabinet.

MS s 144.56; 144A.02 to 144A.08

4655.9030 DEODORIZERS.

Deodorizers or aerosols shall not be used as a substitute for acceptable ventilation, nor shall they be used to mask odors resulting from ineffective housekeeping or sanitation. Ozone generators are not permitted.

MS s 144.56; 144A.02 to 144A.08

4655.9040 INSECT AND RODENT CONTROL.

Any condition on the site or in the facility conducive to the harborage or breeding of insects, rodents, or other vermin shall be eliminated immediately. A continuous pest control program shall be maintained by qualified personnel and all chemical substances of a poisonous nature used for pest control shall be identified and stored in a locked space.

MS s 144.56; 144A.02 to 144A.08

4655.9050 SHELVING.

All shelving shall be provided with a surface finish which is smooth and easily cleaned.

MS s 144.56; 144A.02 to 144A.08

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4655.9060 SCREENS.

Outside openings such as doors, operable windows, or louvers shall be protected with screens to prevent the entrance of flies, mosquitoes, and other insects with screening material no larger than 16 mesh per square inch. Screen doors shall open in the direction of exit traffic and be equipped with self-closing devices. Screen doors are not required on main entrances to facilities, unless such doors are kept open. Outside open drain outlets shall be screened to prevent the entrance of rodents.

MS s 144.56; 144A.02 to 144A.08

4655.9070 HOUSEKEEPING RULES APPLICABLE ONLY TO NURSING HOMES.

Subpart 1. Scope. Subparts 2 and 3 apply to nursing homes only.

Subp. 2. Disposal of special waste. Materials or waste such as dressings or disposable pads which are infectious or suspected of presenting a potential health hazard shall be collected in a manner which will prevent transmission of disease, and shall be incinerated. If regular waste or refuse is not incinerated, infectious waste shall be collected separately in special bags to indicate their content. Needles and similar medical single-use items shall be destroyed before disposal, unless incinerated.

Subp. 3. Prohibited sink uses. A flushing rim service sink in a soiled utility room shall not be considered as a substitute for, nor shall it be used as a janitor's service sink. A janitor's service sink shall not be used for disposal of urine, fecal matters, or other human wastes.

MS s 144.56; 144A.02 to 144A.08

SCHEDULE OF FINES FOR UNCORRECTED DEFICIENCIES

4655.9200 FIFTY DOLLAR PENALTY FOR NONCOMPLIANCE.

A \$50 penalty assessment will be issued under the provisions of Minnesota Statutes, section 144.653, subdivision 6 for noncompliance with correction orders relating to the parts of these rules listed in items A to K:

A. parts 4655.0300, subparts 4 and 5, 4655.0310, 4655.0600, 4655.0700, 4655.0800;

B. parts 4655.1200, subpart 1, item E, 4655.1700, 4655.1400, item A, item B, subitem (1), item B, subitem (6), item D;

C. parts 4655.1910, subparts 1 to 4, 4655.2200, 4655.2100;

D. parts 4655.2700 and 4655.2800;

E. parts 4655.3600, 4655.3700, 4655.3800, 4655.4200, 4655.4400;

F. parts 4655.5100 and 4655.6200;

G. parts 4655.7000, subpart 1, items B, C, D, I, 4655.7300, subparts 1 and 2;

H. parts 4655.8000, subpart 7 and 4655.8300, subpart 5;